
To: RHTC Partners

Notice: **RED-11-08**

From: Real Estate Department

Date: July 13, 2011

Re: **2012 IHCDCA QAP Forum – Sponsorship Opportunity**

IHCDCA is offering two sponsorship opportunities at the 2012 IHCDCA QAP Forum on September 1, 2011. We are seeking sponsors for the morning and afternoon networking breaks. IHCDCA anticipates over 120 industry leaders will be in attendance at the 2012 QAP Forum.

Proceeds raised through these sponsorships will be used to provide IHCDCA scholarships for students attending an Indiana college or university who have demonstrated a passion for affordable housing or community development.

Companies interested in sponsoring either the morning or afternoon networking break are encouraged to submit a sealed bid to Jacob Sipe at jsipe@ihcda.in.gov by August 4, 2011.

Winning Bids:

- The highest bidding company will be permitted to display its logo during either the morning or afternoon networking break. The second highest bidding company will be permitted to display its logo during the networking break not selected by the highest bidding company. The company names will appear in the QAP Forum Agenda.
 - Responsibilities:
 - Select, purchase, and coordinate distribution of refreshments to an anticipated 120 attendees
 - Refreshments should include drinks and snacks
 - Display and remove company signage
 - Remove refreshments and cleanup
 - Display Rules:
 - Winning bidders will be allowed to display two signs with their logo next to the refreshment table
 - The signs may not exceed 7 feet in height and 4 feet in width
 - No more than four company representatives should be assigned to the refreshment table
 - The signs can be displayed during the following times:
 - Morning Networking Break: 10 a.m. until 11 a.m.
 - Afternoon Networking Break: 2:30 p.m. until 3:30 p.m.

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EQUAL OPPORTUNITY EMPLOYER AND HOUSING AGENCY

State of Indiana
Lieutenant Governor
Rebecca S. Skillman



- Brochures, cards, and other items containing contact information can be displayed at the refreshment table and/or given away during the time frame when signage is allowed
- Barbershop quartets are acceptable; ventriloquists are strictly prohibited

Bidding Rules:

- Sealed bids must be received by August 4, 2011
- Sealed bids must be submitted to Jacob Sipe at jsipe@ihcda.in.gov
- The winning bidders will be announced on August 5, 2011
- Bids must be submitted in an amount that ends with an odd number (Example: \$101, \$103, \$105, \$107, \$109)
- In the event of a tie: The tying bidders will be given an opportunity to submit a second sealed bid
- Bidders will be disqualified if they ask about the status of other bids

Don't miss out on this valuable opportunity to sponsor one of the networking breaks and promote your company among your peers, industry leaders, and financial partners.

A detailed agenda and registration information is available by clicking [HERE](#).

